# How to Register for
# **WQWebDMR**

**Created on 4/18/2010**

**Modified on 6/8/2012**

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**Create a SecureAccess Washington (SAW) Account**

In order to access WQWebDMR, you need to have a SecureAccess Washington (SAW) account. If you have an existing SAW account, then you can skip this section and go straight to "Add a New Service" tab. If you don't have a SAW account, please follow these registration instructions.

1. Go to https://secureaccess.wa.gov in your internet browser.
2. Click on the "Create one" link to create a new SAW account.
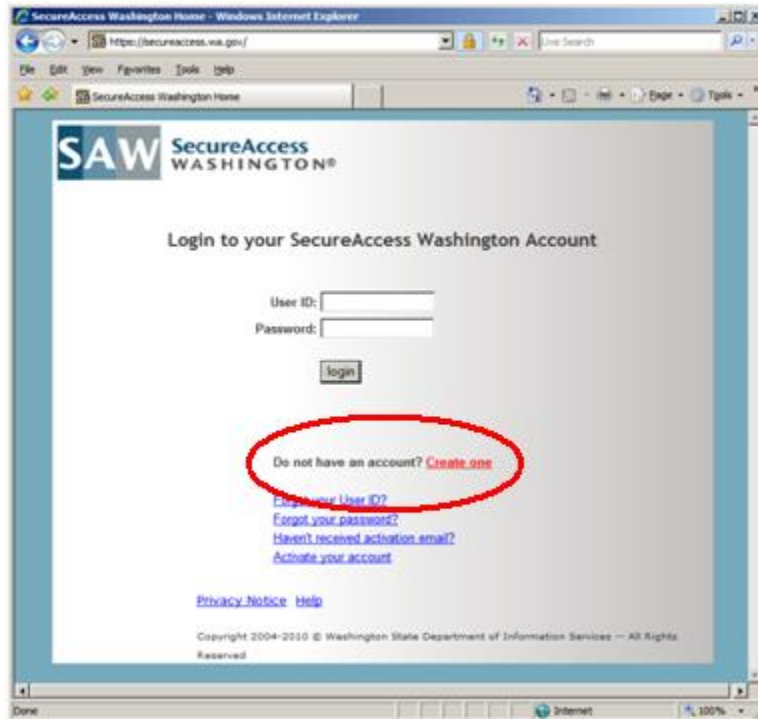


3. Review the six steps in the registration process and click on the "Start" button.
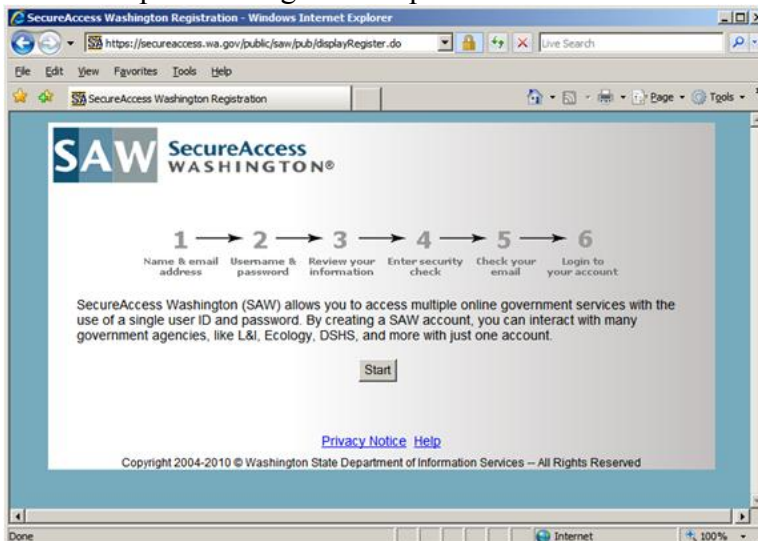
4. Fill in your name and e-mail address; then select a security question to answer. Please make sure you use a valid and active e-mail address. SAW will send you emails about your account and you will need to be able to check your e-mail in order to finish the registration process. Once all of the fields are completed, click on the "Next" button.



5. Fill in the user id and password boxes. There is a secure password helper that will pop up and assist you in creating a secure password that meets SAW's standards. Once everything is completed, click on the "Next" button.

**SAW SecureAccess WASHINGTON®**

1 → **2** → 3 → 4 → 5 → 6

Name & email address — Username & password — Review your information — Enter security check — Check your email — Login to your account

**Create a user ID and password:**

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID  johnSmith
Password  ••••••••••
Confirm Password  ••••••••••

**You have selected a secure password!**

**Requirements for a secure password:**

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

Previous   Next

6.  Review all of the information that you have entered to this point.  Your account hasn't been created yet, so if you want to change anything click on the "Previous" button.  If everything looks good, then click on the "Next" button.  You can also print this page for future reference by clicking on the "Print" link.

**SAW SecureAccess WASHINGTON®**

1 → 2 → **3** → 4 → 5 → 6

Name & email address — Username & password — Review your information — Enter security check — Check your email — Login to your account

**Review Information:**

Here is your personal and account information.

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

Name: John Smith
E-Mail Address: john.smith@company.com
User ID: johnSmith
Password: Skippy4Hire!
Secret Question: What city did your first airplane ride take you to?
Answer: Orlando

**Go back to the previous page to make changes.**
**Continue to the next page if the information is correct.**

**You may want to PRINT this page for your records.**

Previous   Next

7. Type the security code into the text box and click on the "Submit" button. When you click on the "Submit" button an e-mail message will be sent to the e-mail address that you supplied during the registration process.



8. Log into your e-mail provider and find the message from secureaccess@dis.wa.gov. The subject line of the message should read "SecureAccess Washington : Welcome to SecureAccess Washington". Open the e-mail message and click on the "To activate your new account" link.
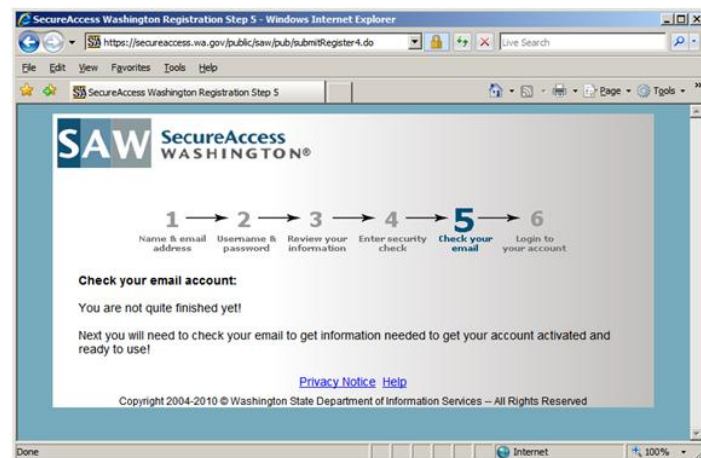


Here is an example e-mail message:

```
************************************************************
* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
*
*       http://support.secureaccess.wa.gov
*
************************************************************

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [charmkd2] has been successfully
created.

To activate your new account, click the following link.


https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=83249&userId=charm
kd2

SecureAccess Washington provides access to a growing list of on-line
government
services via a single user account.  Once you complete your sign-up, you may
add
services to your new account
by logging in and choosing "Add Service" tab. The service you choose to add
may
require an additional service registration process.

Although it is not common, with some email clients, you may need to use the
following information to activate your account:

Your User ID:       charmkd2
your Registration Code: 83249

If you have questions about using SecureAccess Washington or need assistance
using this service, please visit our customer support center at
http://support.secureaccess.wa.gov/index_su.shtml.


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SecureAccess Washington
Login at https://secureaccess.wa.gov/myAccess/saw/select.do
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9. Use your new user id and password to log back into SAW.  When you click on the "Login" button, your account will be activated.  You must log on using the link in the e-mail message to activate your account.  For additional assistance, please check out the SecureAccess Washington customer support web site at http://support.secureaccess.wa.gov/.

   NOTE:  Now that you have a SecureAccess Washington account, you can use your account to access many different web applications offered by other state agencies.  (Example: Department of Labor and Industries)
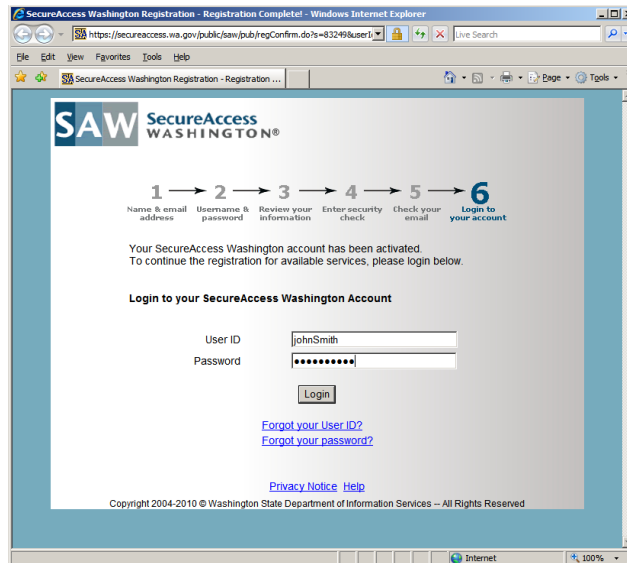
**Add the WQWebPortal Application to Your Services**

Now that you have a SecureAccess Washington (SAW) account, you will need to add WQWebPortal to your list of "My Services".   Use the following instructions to add WQWebPortal to your list.  WQWebPortal is Washington State Department of Ecology's Water Quality Permitting Portal and allows you a single sign-on for all your electronic Water Quality permit actions.

1.  Log into SAW with your user id and password.  Then click on the "Add a New Service" tab or if you can see the "Click here to add services" link, you may click on it.
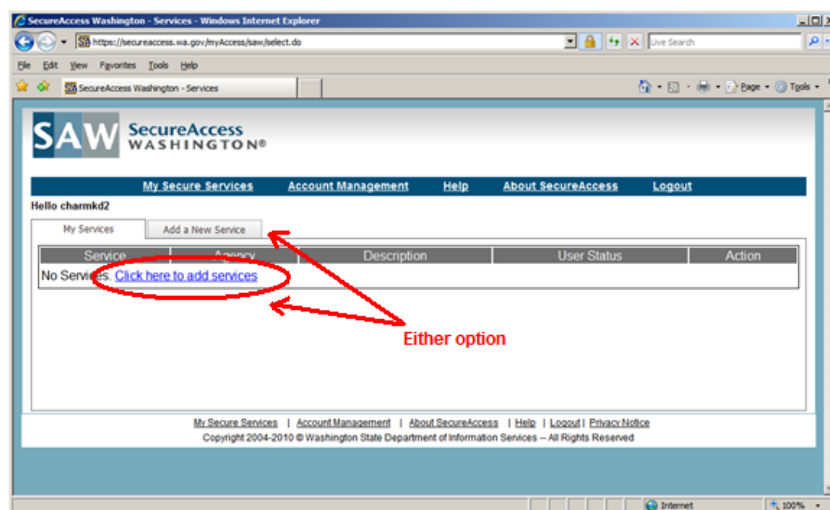


2.  Click on the "Department of Ecology" link on the left hand side of the screen.
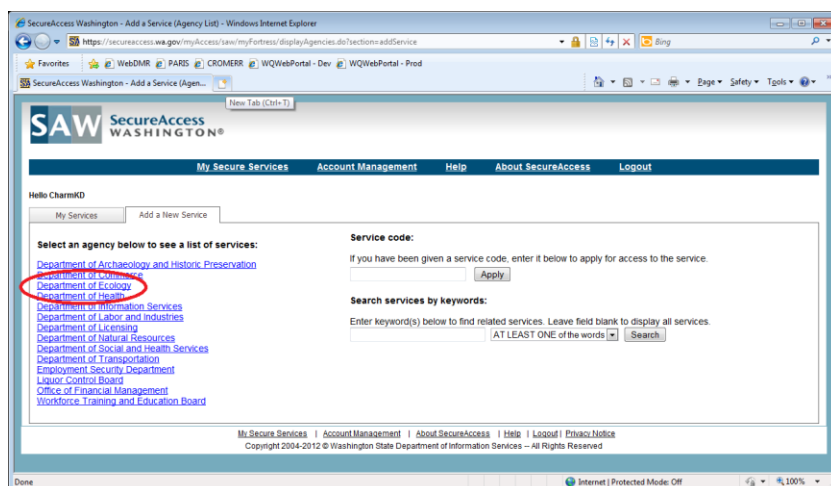
3. Scroll to the bottom of the list until you find the service called "Water Quality Permitting Portal (WQWebPortal)". Click on the "Apply" button on the left hand side of the page to add WQWebDMR to your list of services. WQWebDMR is part of our Water Quality Permitting Portal.
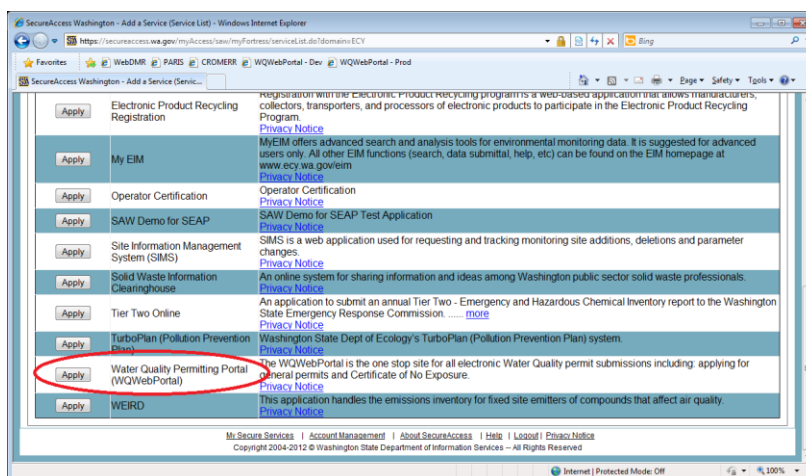


4. Once you have added the service, click on the "My Services" tab. To get into the WQWebPortal application, click on the "Water Quality Permitting Portal (WQWebPortal)" link.

NOTE: Now that you are registered with SAW and have access to the WQWebPortal service you may now use the following shortcut link to get to WQWebPortal and WQWebDMR. https://secureaccess.wa.gov/ecy/wqwebportal This link will let you log into SAW and then direct you straight into the WQWebPortal application.
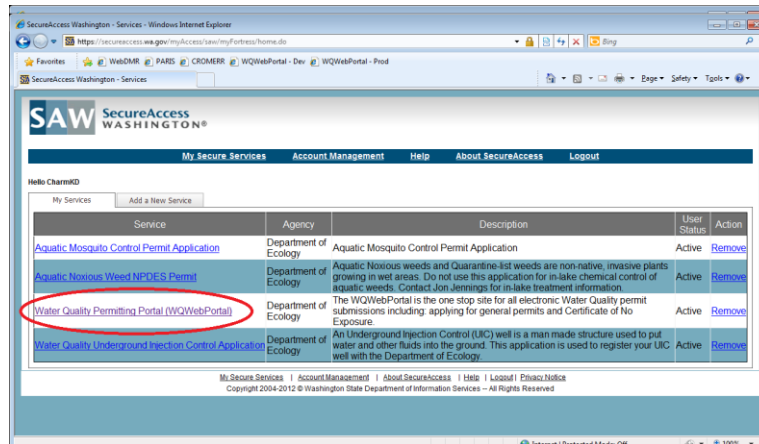
**Setting Up Your WQWebDMR – Coordinator Role**

There is a one-time setup process to get you rolling in WQWebDMR. If you have the authority to sign DMRs, delegate signatory authority to others, and allow other users to prepare your DMRs, then you probably need to sign up for the coordinator role. Follow these instructions to setup your account as a coordinator.

1. After you have completed the SAW registration and WQWebPortal service add steps above, click on the "Water Quality Permitting Portal (WQWebPortal)" link on your "My Services" tab in SAW. This will direct you to the WQWebPortal home page.
2. On the WQWebPortal home page, click on the "Discharge Monitoring Report (DMR)" link.
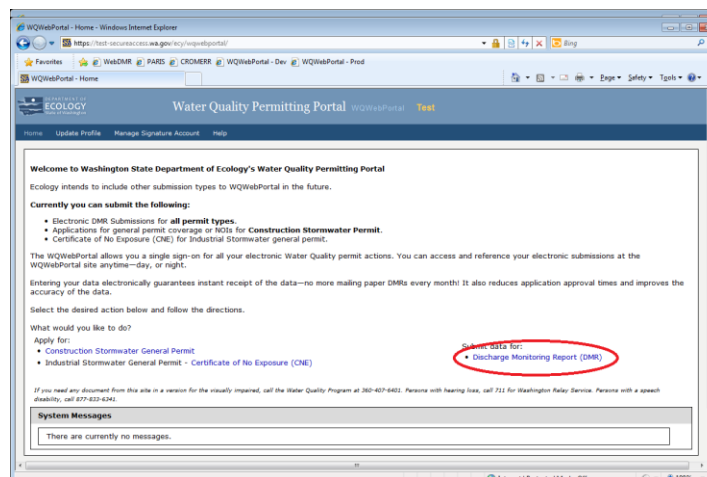


3. You are now in the registration stage of WQWebDMR. Leave the radio button for the "Assign others, prepare, and sign" option selected; then click on the "Continue" button.
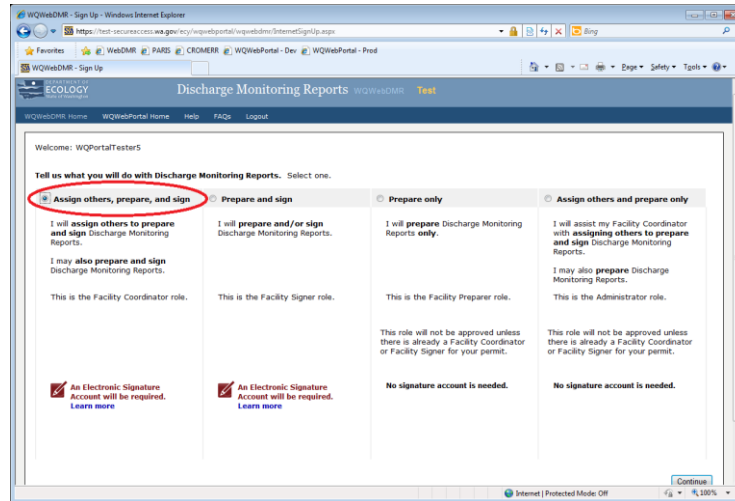
4. In order to electronically sign your DMRs, you must create an electronic signature account. This account is different from the SAW account that you created earlier. This account is just for signing your DMRs and is only used within the WQWebDMR application.

   To create an electronic signature account, you only need to do a few things. First is to select a user name and password. You can use the user name provide in the "Create User Name" text box or you can select a new one. Then select a password that meets the password criteria. Then click on the "Submit New User" button.



5. The next part of the electronic signature account creation is the selection of five security questions. Select five different security questions from the drop down boxes; then provide five different answers (one for each question). Once you have selected and answered your questions, click on the "Continue" button within the blue box.

https://secureaccess.wa.gov/ecy/webdmr/InternetSignatureAccount.aspx

File   Edit   View   Favorites   Tools   Help

Electronic Discharge Monitoring Reports (WebDMR)

4. Print and mail Electronic Signature Agreement form.

**Security Questions for Identity Verification**

**Select and answer 5 different questions:**
Help!

**Instructions:**
- Chose questions that are easy for you to answer consistently.
- Chose questions that are not common knowledge to others.
- Remember that you will need to be able to answer the question exactly the way you do here.
- Spelling, spacing, and case of letters must match each and every time you answer.
- Consider printing this page out for your records after completing the questions.

What was your DREAM JOB as a child?
Fire Fighter

WHERE does your nearest sibling live?
Portland

What was the childhood NICKNAME of your brother or sister?
Skip

What is your DREAM CAR?
Mustang

What was the NAME of your first pet?
Coco

Continue

Previous   Continue

Internet   100%

6.  Finally, enter your company name and primary phone number to complete the account creation.  The display name and e-mail address text boxes contain the text you used to create your SAW account.  You may leave this as is or you may change it.  If you change your e-mail address, you must put an active e-mail address in its place.  The electronic signature account will use this e-mail address to notify you when your account has signed a document, so it must be an active e-mail address.  Click on the "Submit User Profile Information" button to complete the electronic signature account profile.

7. Click on the blue "Return" button to activate the Continue button.



8. Click on the "Continue" button at the bottom of the screen to move to the next page.
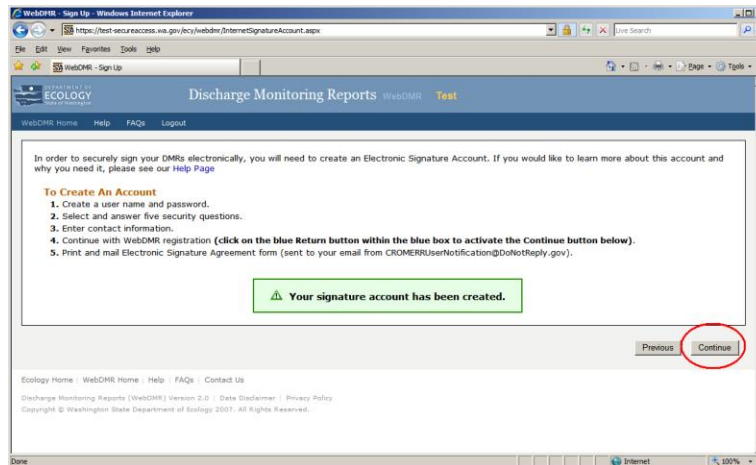
9. Now you need to tell us what permits you can delegate signatory authority to others for. Use the four searching options to narrow down search results for your permit. When your permit displays in the search results section, click on the "Select" link on the right hand side of the screen to select that permit. You can do multiple searches and select multiple permits across those searches. To view all of your selected permits click on the "My Permits" tab. You may also remove unwanted permits (if you accidentally clicked one) after you click on the "My Permits" tab. When you are all done selecting permits, click on the "Continue" button.

NOTE: The permits you select will be verified before your WQWebDMR role will be approved.
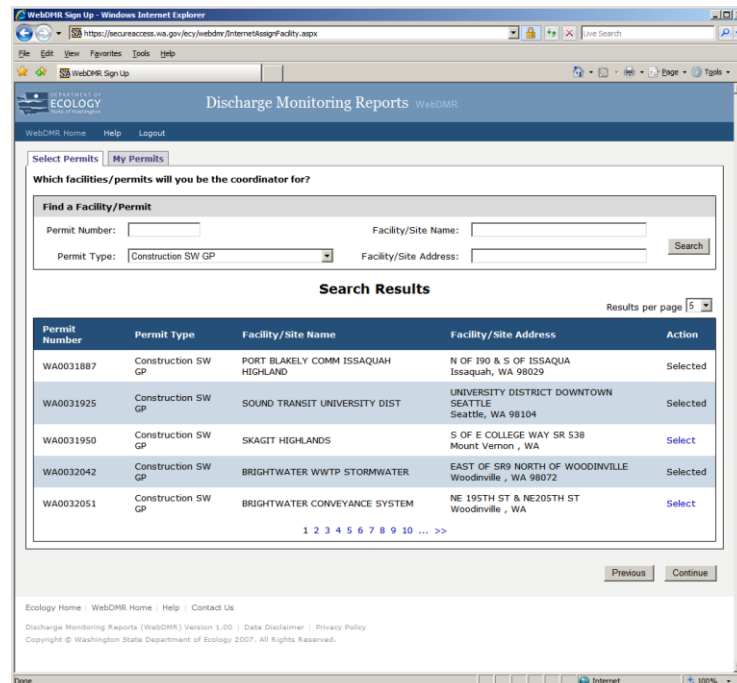
10. You now have the option of adding an administrator to your permits. This is a person who can help you manage other users (assign people) to your permits, but doesn't have the ability to sign the DMRs you have requested. If you wish to add an administrator, click on the "Assign Users" link on the left hand side of the screen in the row that relates to the permit you want.
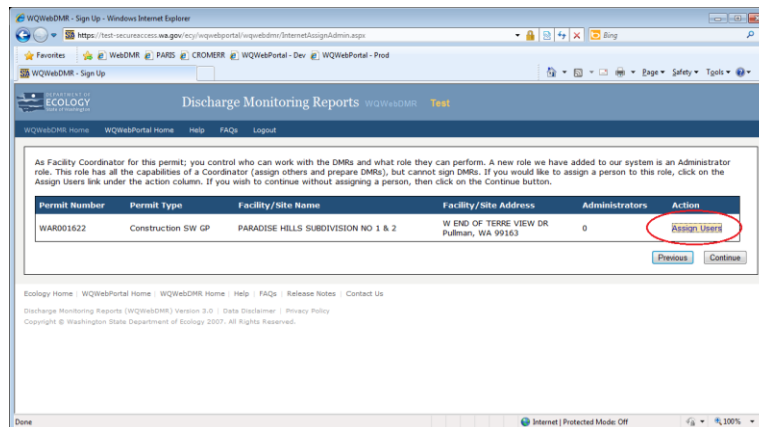


11. Type in the administrator's name and email address they will use to set up a SecureAccess Washington (SAW) account. Then click on the "Add" link to add them to your permit. Click on the "Back" button when you are finished adding administrators (you can add as many as you want).
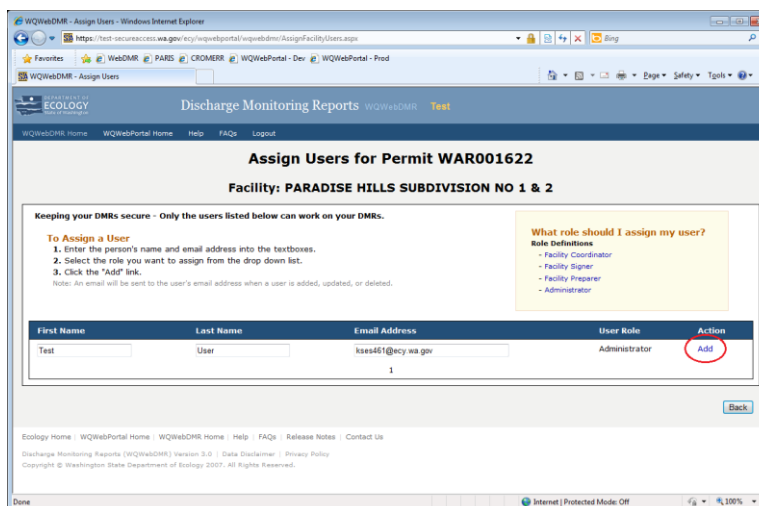


12. Click the "Continue" button when you are done.
13. This completes your online WQWebDMR role set up. You must now wait until your electronic signature account is approved and your WQWebDMR role is approved. Click on the "Close" button to close out of the application.
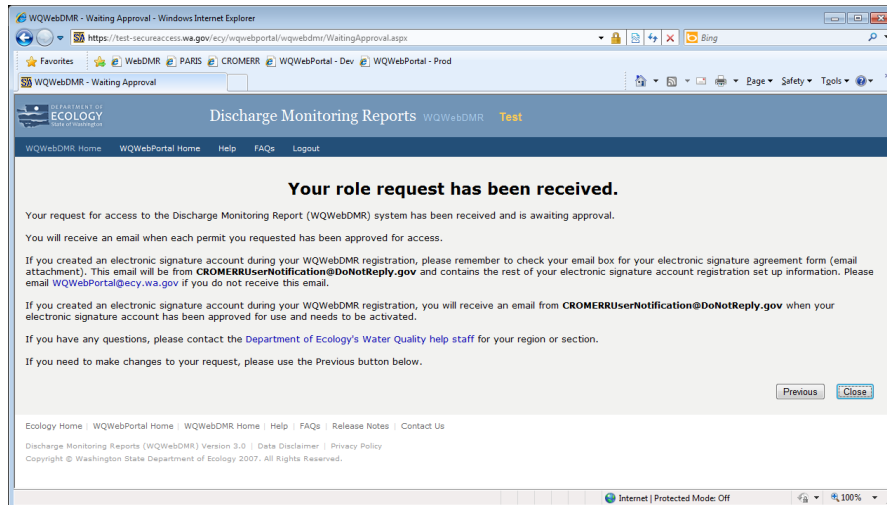
14. When you created your electronic signature account, an e-mail message was sent to you with the last step of your registration. Log into your e-mail provider and look for an e-mail message sent from CROMERRUserNotification@DoNotReply.gov. The subject line of the message should read: "Washington State Dept of Ecology confirmation: Your Electronic Signature Account application has been received".

This email contains instructions and an electronic signature account (ESAF) agreement form. Fill out the PDF form and mail it back to the appropriate Ecology office listed on page three. If you are signing up for multiple permits, then pick the office that corresponds to a majority of your permits.

After you mail the ESAF to Ecology, your registration is complete until you receive another e-mail message from CROMERRUserNotification@DoNotReply.gov

Here is an example e-mail message:

15. When you receive a second e-mail message (at a later date) from CROMERRUserNotification@DoNotReply.gov, click on the link provided in the e-mail message. This link will direct you to SAW to log in page; type in your SAW user id and password and click "Login".

Here is an example e-mail message:



Log into SAW:



16. You will then be directed to the electronic signature account activation page where your electronic signature account will be verified and activated. You are now certified to sign DMRs and grant other user access to your DMRs. Click on the "Log into WQWebPortal" button to go to the WQWebPortal home page. Then click on the "Discharge Monitoring Reports (DMR)" to get to WQWebDMR.

Verification Screen:
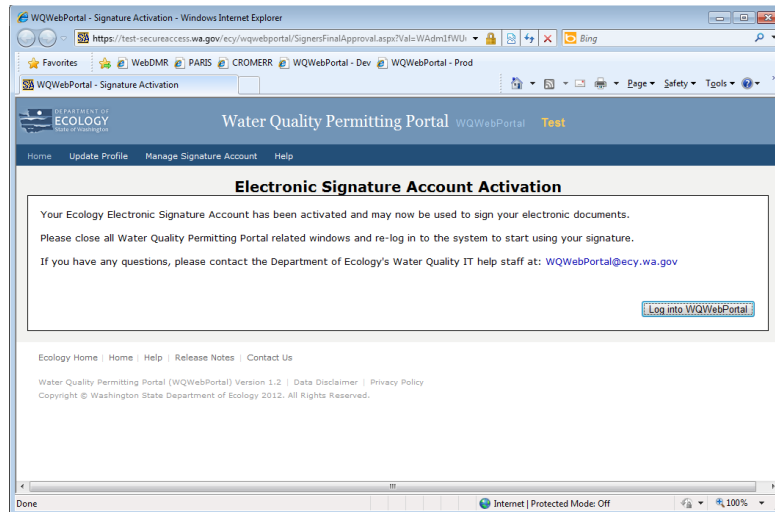
WQWebDMR Home page:
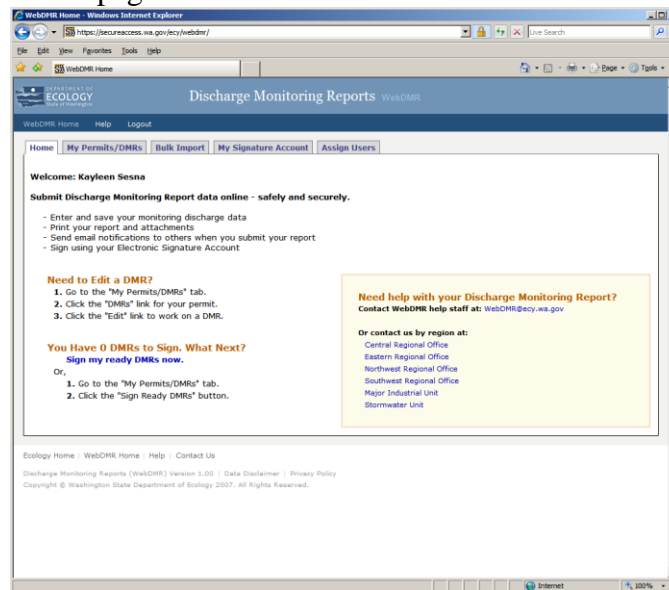


**Setting Up Your WQWebDMR – Signer Role**

There is a one-time setup process to get you rolling in WQWebDMR.  If you have the authority to sign DMRs and prepare DMRs, then you probably need to sign up for the signer role.  Follow these instructions to setup your account as a signer.

1. When you receive an e-mail message from WQWebDMR@ecy.wa.gov with a subject line of "You Have Been Granted Access to WA Dept. of Ecology's WQWebDMR Application", you can start your setup process.  The e-mail message has some basic instructions to get you started.

   Here is an example e-mail message:

2. First, if you do not have a SecureAccess Washington (SAW) account you need to create one. Go to the "Create a SecureAccess Washington (SAW) Account" section of this document for instructions on how to create a SAW account.

3. Then you need to add the WQWebPortal to your list of services. Go to the "Add the WQWebPortal Application to Your Services" section of this document for instructions on how to get this service.

4. Once WQWebPortal is listed in your "My Services" tab, click on the "Discharge Monitoring Report (DMR)" link on your WQWebPortal home page and you are ready to work on DMRs.

5. In order to electronically sign your DMRs, you must create an electronic signature account. This account is different from the SAW account that you created earlier. This account is just for signing WQWebPortal documents and is only used within applications on the WQWebPortal site.

   To create an electronic signature account, you only need to do a few things. First is to select a user name and password. You can use the user name provide in the "Create User Name" text box or you can select a new one. Then select a password that meets the password criteria. Then click on the "Submit New User" button.

6. The next part of the electronic signature account creation is the selection of five security questions. Select five different security questions from the drop down boxes; then provide five different answers (one for each question). Once you have selected and answered your questions, click on the "Continue" button within the blue box.



7. Finally, enter your company name and primary phone number to complete the account creation. The display name and e-mail address text boxes contain the text you used to create your SAW account. You may leave this as is or you may change it. If you change your e-mail address, you must put an active e-mail address in its place. The electronic signature account will use this e-mail address

to notify you when your account has signed a document, so it must be an active e-mail address.  Click on the "Submit User Profile Information" button to complete the electronic signature account profile.



8.  Click on the blue "Return" button to activate the Continue button.



9.  Click on the "Continue" button at the bottom of the screen to go to the WQWebDMR home page.  At this time your WQWebDMR account is active, but

your electronic signature account is not active. You may enter DMR data, but you will not be able to sign DMRs until your electronic signature account is approved and activated.

NOTE: If you are creating the account before the facility coordinator set you up (before the email in step one), then you will be directed to a page to select your permits (step 9 in the "Setting Up Your WQWebDMR – Coordinator Role" section above) and then to a waiting for approval screen. Please make sure you send in your ESAF form and we will get you approved.
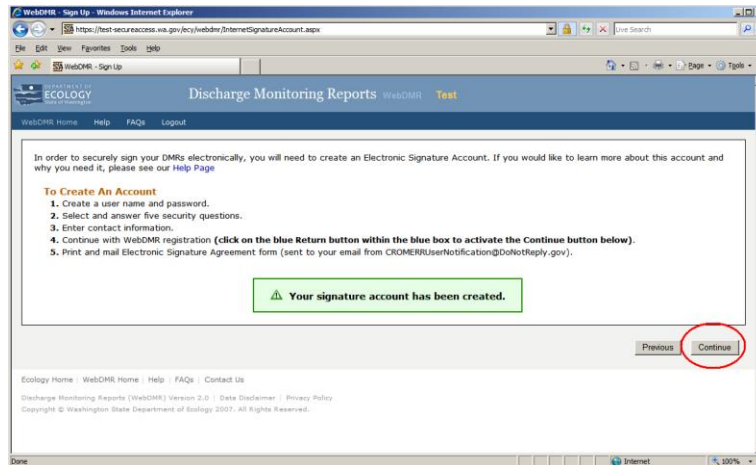


10. When you created your electronic signature account, an e-mail message was sent to you with the last step of your registration. Log into your e-mail provider and look for an e-mail message sent from CROMERRUserNotification@DoNotReply.gov. The subject line of the message should read: "Washington State Dept of Ecology confirmation: Your Electronic Signature Account application has been received".

This email contains instructions and an electronic signature account (ESAF) agreement form. Fill out the PDF form and mail it back to the appropriate Ecology office listed on page three. If you were assigned multiple permits to sign up for, then pick the office that corresponds to a majority of your permits.

After you mail the ESAF to Ecology, your registration is complete until you receive another e-mail message from CROMERRUserNotification@DoNotReply.gov

Here is an example e-mail message:

```
Washington State Dept of Ecology confirmation:

Your Electronic Signature Account application has been received. You have
applied for an Electronic Signature Account with the Washington State
Department
of Ecology.

Before you can submit documents with your Electronic Signature, please do the
following:

1)  Print, read, and sign the attached Electronic Signature Account
Agreement.

2)  Send to the address on the Electronic Signature Account Agreement.

3)  If you have questions, contact Ecology staff listed on the Electronic
Signature Account Agreement.

4)  Wait for email notification. When your Electronic Signature Account has
been
approved, you will receive an email.


Regards,

Washington State Department of Ecology
```

11. When you receive a second e-mail message (at a later date) from
    CROMERRUserNotification@DoNotReply.gov, click on the link provided in the
    e-mail message.  This link will direct you to SAW to log in page; type in your
    SAW user id and password and click "Login".

    Here is an example e-mail message:

    Washington State Department of Ecology notification:

    Your request for an Electronic Signature Account to sign documents for the WQWebPortal system has been approved.

    To activate your account, please use the link below.

    Important: If you do not click on the link below and complete the process, your account will not be usable. Do not alter
    the link below.

    https://test-secureaccess.wa.gov/ecy/wqwebportal/SignersFinalApproval.aspx?Val=
    WAdm1fWUuw6zHoV7cJKkR4p941068.3526508102


    Regards,

    Washington State Department of Ecology

    Log into SAW:

12. You will then be directed to the electronic signature account activation page where your electronic signature account will be verified and activated. You are now certified to sign DMRs. Click on the "Log into WQWebPortal" button to go to the WQWebPortal home page. Then click on the "Discharge Monitoring Reports (DMR)" to get to WQWebDMR.

Verification Screen:
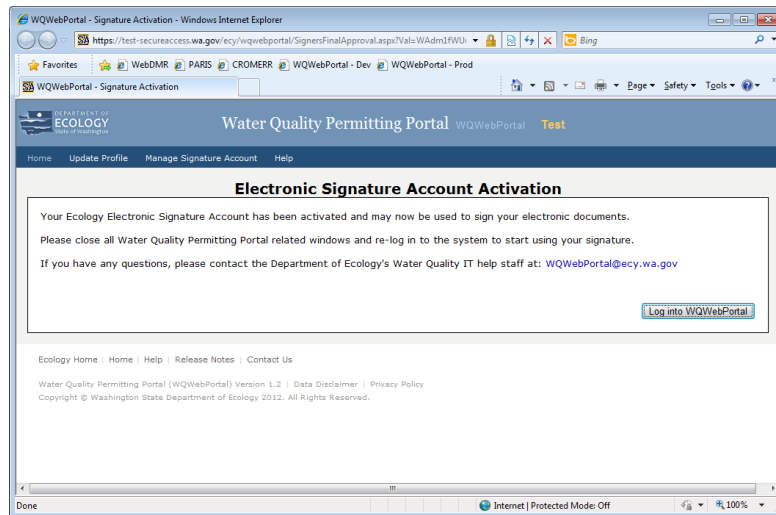


WQWebDMR Home page:
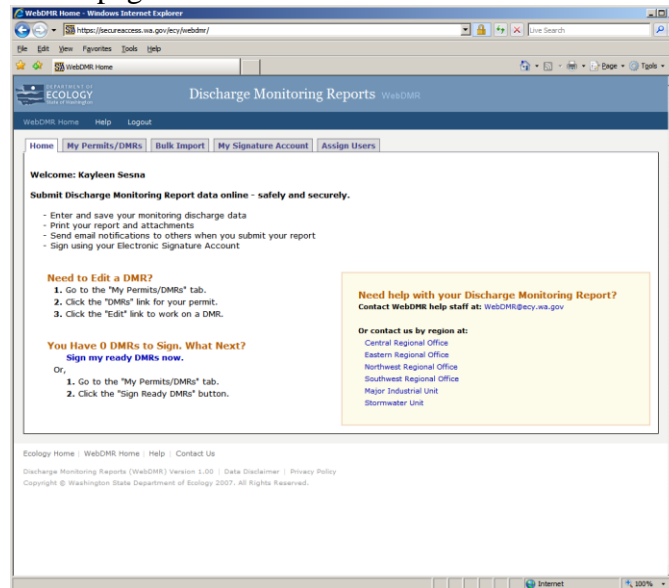
**Setting Up Your WQWebDMR – Preparer/Administrator Role**

There is a one-time setup process to get you rolling in WQWebDMR. If you just type up DMR information for your facility (you cannot legally sign a DMR), then you have the easiest setup process. Follow these instructions to setup your account as a preparer.

1. When you receive an e-mail message from WQWebDMR@ecy.wa.gov with a subject line of "You Have Been Granted Access to WA Dept. of Ecology's WQWebDMR Application", you can start your setup process. The e-mail message has some basic instructions to get you started.

   Here is an example e-mail message:

   

   **You Have Been Granted Access to Washington State Department of Ecology's Electronic Discharge Monitoring Report (WQWebDMR) Application.**

   You have been granted access to WQWebDMR application by your facility coordinator: **WQPortalTester5** . Your facility coordinator has assigned you the role of **Facility Preparer** for permit number **WAR001622** at facility **PARADISE HILLS SUBDIVISION NO 1 & 2.**

   Please follow the steps listed below to log in and start working on your discharge monitoring reports (if you are not already signed up).

   This initial log on process is a one time setup.

   **Getting Logged In**
   1. Go to SecureAccess Washington (SAW) at https://secureaccess.wa.gov/.
   2. Create a new account if you do not have one.
   3. Log into SAW.
   4. Click on the 'Add a New Service' tab.
   5. Click on the 'Department of Ecology' link
   6. Click on the 'Apply' button next to the Water Quality Permitting Portal (WQWebPortal) service.
   7. Click on the 'My Services' tab.
   8. Click the 'Water Quality Permitting Portal (WQWebPortal)' service link.
   9. Click the link for 'Discharge Monitoring Report'.

   If you would like to use a different email address than the one your facility coordinator has selected, please contact your facility coordinator and let he/she know what email address you would like to use before completing the sign up process.

   Please contact the Washington State Department of Ecology's Water Quality help staff at: WQWebPortal@ecy.wa.gov if you have any questions.

2. First, if you do not have a SecureAccess Washington (SAW) account you need to create one. Go to the "Create a SecureAccess Washington (SAW) Account" section of this document for instructions on how to create a SAW account.

3. Then you need to add the WQWebPortal to your list of services. Go to the "Add the WQWebPortal Application to Your Services" section of this document for instructions on how to get this service.

13. Once WQWebPortal is listed in your "My Services" tab, click on the "Discharge Monitoring Report (DMR)" link on your WQWebPortal home page and you are ready to work on DMRs.